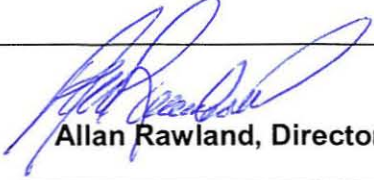


**County of San Bernardino  
Department of Behavioral Health**

## Training Protocol

Effective Date 11/27/07  
Approval Date 11/27/07

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Allan Rawland, Director

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**Introduction** The Department of Behavioral Health (DBH) encourages its employees to further their development and improve their work capabilities. It is DBH's belief that this will add value to the department and the community as whole, as well as broaden the scope of opportunity for the employee. DBH allows employees to obtain job-related and/or mandatory training during working hours. In addition, the pursuit of advanced training and education – during the employee's own time, is encouraged.

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**Purpose** To identify various training levels and venues, and to provide general guidelines pertaining to the attendance of training courses.

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**Definitions** **Job-Related Training:** Professional development or training courses required by the employer to maintain or improve skills required for the employee's current scope of work; such training is directly and immediately related to the work needs of the unit and is usually of brief duration and is not recurring or extensive.

**Career-Related Training:** Professional development or undergraduate/graduate level courses that improve the employee's job performance and help qualify the employee for advancement to positions closely related to his/her current job. The training or course work may be suggested by the employer or employee, but it is not required for continued employment.

**Advancement Training:** Career-related training is designed to assist in the development of career potential and is intended to help provide an opportunity for self-development while also assisting in the achievement of a department's mission. Advancement training may be unrelated to a current job assignment(s).

**Mandatory Training:** Courses required by DBH, the supervisor, or training necessary to maintain license required for job classification or related duties.

**Note:** Training includes conferences, seminars and programs.

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# County of San Bernardino

## Department of Behavioral Health

### Training Protocol, Continued

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#### Training Venues

Trainings may be via the following venues:

- **Online/Web:** Essential Learning (eLearning).
  - **County:** Offered by DBH or other County departments.
  - **Vendor:** Contracted consultant individual or firm.
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#### Time spent on Training

Mandatory or job related training will be considered time actually worked and should occur during regular work hours with prior supervisory approval.

Career development or non job-related training will not be considered time actually worked and such training should not occur during regular work hours **except** when there has been prior approval by a supervisor or department head.

**Note:** Employees in Professional, Supervisory, and Nursing Units, may not incur overtime while attending training.

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#### Training Needing Authorization

Employees must receive prior authorization from their immediate supervisor and/or department head for any training that:

- Is offered during regular work hours
- Requires use of County systems/equipment (see *Related Policies* below)

**Note:** Online courses should be scheduled by the supervisor with the establishment of clear directions and expectations for the employee to complete daily work and training requirements.

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#### Consequences of violations

Employees who violate policies described in this protocol and the related policies listed below are subject to disciplinary actions outlined in each policy, which can include termination of employment.

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#### Reference

San Bernardino County Memorandum of Understanding (MOU) 2005-2008, Overtime

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#### Related Policies

- DBH [Computer and Network Appropriate Use Policy](#)
  - San Bernardino County [Internet/Intranet Use Policy](#) 14-04
  - [DBH User- I.D. and Password Policy](#)
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